

RESOLUTION NO. 98-140

A RESOLUTION OF THE LODI CITY COUNCIL
RECEIVING MEMORANDUM OF UNDERSTANDING FOR
THE MAINTENANCE & OPERATORS (M & O) UNIT

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BE IT RESOLVED, that the Lodi City Council does hereby receive the Memorandum of Understanding (MOU) for the Maintenance & Operators (M & O) Unit as shown on Exhibit A attached hereto; and

BE IT FURTHER RESOLVED, that said Memorandum of Understanding shall be effective September 21, 1998 through June 30, 2003.

Dated: September 29, 1998

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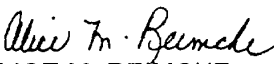
I hereby certify that Resolution No. 98-140 was passed and adopted by the City Council of the City of Lodi in a special meeting held September 29, 1998, by the following vote:

AYES: COUNCIL MEMBERS – Johnson, Land, Pennino and Sieglock
(Mayor)

NOES: COUNCIL MEMBERS – Mann

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


ALICE M. REIMCHE
City Clerk

MEMORANDUM OF UNDERSTANDING

CITY OF LODI

AND

SAN JOAQUIN PUBLIC EMPLOYEES' ASSOCIATION

MAINTENANCE & OPERATORS UNIT

September 14, 1998 – June 30, 2003

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City of Lodi
And
S.J.P.E.A. – Maintenance and Operators Unit
1998 – 2003

Chapter 1. Salaries and Other Compensation

ARTICLE I - COURT APPEARANCES

- 1.1 Employees summoned by a court for jury duty shall be granted jury duty leave with pay and may keep any jury duty compensation received. Voluntary grand jury service such as that service in San Joaquin County is not covered by jury duty leave.
- 1.2 If jury duty attendance is less than one-half of a normal working day, the employee is expected to return to work.
- 1.3 If an employee has had jury duty of six hours or more during a 16-hour period immediately preceding the beginning of or following the end of his or her regular work hours on a work day, he/she shall be given a rest period of six (6) consecutive hours.
- 1.4 If an employee covered by this agreement is required by subpoena issued by an authority granted subpoena powers, to appear before it or to give a deposition as a result of an action taken within the scope of employment with the City that employee will receive his full pay while so doing with no loss of time if he/she is on regular duty. If the employee is not on duty the City agrees to compensate that employee at one and one half times his regular pay for the time spent in any appearance as required by this Article. As a prerequisite for payment to off-duty employees, the Department Head must be notified in writing of the off duty appearance within seventy two hours after the employee is subpoenaed or otherwise notified of the required court appearance.

ARTICLE II - DEFERRED COMPENSATION PLAN

The City and SJPEA agree to the implementation of the following program effective July 1, 1977.

- 2.1 The City shall match contributions by an employee to a deferred compensation program up to a maximum 3.0% of the employee's gross salary.

ARTICLE III - EDUCATION INCENTIVE

- 3.1 The City shall make available incentive pay as shown in Exhibit B. Effective July 8, 1991, a \$40.00 per month incentive shall be paid for each grade at or above the minimum grades shown. An employee can earn incentive pay to a combined maximum of \$160.00 per month.
- 3.2 The City agrees to pay all fees charged in obtaining any license, mandatory or voluntary certification, or recertification required in the course of his or her employment upon successfully passing the test procedures.
- 3.3 The City agrees to pay \$20.00 per month to two (2) Wastewater Plant Operators for possession of a Qualified Applicators Certificate. In the event of the separation of one of the two, the remaining employee shall receive \$40.00 per month.
- 3.4 Equipment Maintenance personnel shall be eligible for an incentive pay plan as outlined in Exhibit D.
- 3.5 Equipment Mechanics are eligible to receive incentive pay of either \$25.00 or \$50.00 per month for possession of Automotive Service Excellence Technician Certificates on the following basis:
 1. Only courses listed in Exhibit D will qualify towards this incentive.
 2. Employees will not be paid for both certificates in cases where one is a prerequisite of the other. For example, ASE certifications A-6, A-8 and L-1 are required by BAR in order to obtain a smog certificate. An employee having a BAR smog certificate will receive \$50.00 for the smog certificate and the three ASE certificates will not be counted toward the ASE certification incentives.

3. Employees will receive a total of \$25.00 per month for possession of a minimum of three (3) certificates.
4. Employees will receive a total of \$50.00 per month for possession of a minimum of eight (8) certificates.

ARTICLE IV - MILEAGE COMPENSATION

- 4.1 Employees using their personal automobile for City business, with their department head's approval, shall receive mileage compensation equal to that allowed by the Internal Revenue Service. City business does not include transportation to and from work or call backs due to emergencies, except that employees whose regular work station is at the White Slough Water Pollution Control Facility shall receive mileage compensation if called back to the plant in an emergency situation.

Allowance increases shall be effective the first day of the month following the determination of an increase by the IRS.

ARTICLE V - OVERTIME

- 5.1 Overtime work, paid at the time and one-half rate, is work performed by an employee outside his or her regular work hours, and includes time worked:
 1. In excess of forty (40) hours in a work week;
 2. In excess of eight (8) hours in any work day;
 3. Time worked outside of regular hours of work on a work day unless notification has been made in accordance with Sections 28.1 and 28.2; and
 4. Time worked on a non-work day.

Overtime work paid at the double time rate is work performed in excess of 12 hours between 12 midnight and 12 midnight on any given day, any work performed between the hours of 12 midnight and 6:00 a.m., and any work performed on holidays.

Hours worked on a holiday, as part of any employee's regular work schedule, shall be compensated at the appropriate overtime rate as provided plus the employee shall receive his or her regular straight time pay.

- 5.2 Employees may accrue compensatory time in lieu of overtime pay. The accrual rate for compensatory time shall be at the appropriate rate for overtime worked.
- 5.3 The decision to elect compensatory time or overtime pay may be made each time overtime is worked.
- 5.4 No more than eighty (80) hours of compensatory time may be carried on the books at any time.
- 5.5 An employee's decision to elect compensatory time instead of overtime pay is irrevocable.
- 5.6 Upon separation, the employee will be paid at the employee's current hourly rate of pay or the average of the last three years, whichever is higher, for the remaining compensatory balance.
- 5.7 Employees who are required to report for prearranged work on their non-work days or holidays shall be compensated at the overtime rate for actual hours worked, but in no event shall they be paid for less than three (3) hours.
- 5.8 If an employee has worked for six (6) hours or more at the overtime rate during the sixteen (16) hour period immediately preceding the beginning of his or her regular work hours on a work day he or she shall be given a rest period of six (6) consecutive hours at the completion of the overtime work. Compensation for the six (6) hour rest period shall be allowed at the straight time rate for those hours within the rest period which overlap the normal working hours.
- 5.9 Compensation paid to employees called out in emergency situations outside their regular work hours shall be a minimum of three (3) hours pay at the overtime rate. Additional call outs during that day shall be compensated at the overtime rate for actual hours worked with a one hour minimum. Only one call out between the hours of 12:00 o'clock midnight and 12:00 o'clock midnight shall be compensated at the minimum three hour period.
- 5.10 When, at the request of the Supervisor in charge, an employee reports for prearranged overtime:

- (1) On work days outside of his or her regular work hours, he or she shall be paid overtime compensation for actual worked time in connection therewith, provided however, that if any such employee continues to work into or beyond his or her regular work hours, he or she shall be paid overtime compensation only for actual work time up to his or her regular work hours.
- (2) On non work days or on holidays, he or she shall be paid overtime compensation for actual work time in connection therewith. For the purpose of this Section, prearranged overtime work is deemed to be work for which advance notice has been given by the end of his or her preceding work period on a work day.

ARTICLE VI - SALARY

- 6.1 Effective the pay period beginning September 14, 1998, salary will be increased by 4.5%. (Exhibit A).
- 6.2 Effective the pay period in which July 1, 1999 falls salary will be increased by 3.5%.
- 6.3 Effective the pay period in which July 1, 2000 falls salary will be increased by 3.5%.
- 6.4 Effective the pay period in which July 1, 2001 falls salary will be increased by 3.0%.
- 6.5 Effective the pay period in which July 1, 2002 falls salary will be increase by 2.5%.
- 6.6 In July of 1999, the City shall conduct a salary survey of the fifteen cities listed in Section 6.7. The City agrees to reopen negotiations to discuss salary. If any adjustments to salary are agreed to, they will become effective beginning in the pay period in which January 1, 2000 falls. The study will determine the mean of the survey cities by using the base salary minus any employee contributions rolled into salary for PERS, and deferred compensation.
- 6.7 The fifteen cities to be surveyed are as follows:

Chico	Clovis	Davis	Fairfield	Merced	Manteca
Modesto	Redding	Roseville	Stockton	Tracy	Turlock
Vacaville	Visalia	Woodland			
- 6.8 Effective September 21, 1998 all current employees shall receive an equity adjustment as shown in Schedule A.

ARTICLE VII - STANDBY DUTY

- 7.1 Employees shall receive compensation of two (2) hours of straight time pay when said employees are required to be placed in standby status for a shift.

ARTICLE VIII - TEMPORARY UPGRADE

- 8.1 Any employee who is assigned the duties and responsibilities of any of the following classifications shall be compensated 10 percent above the salary which he or she is currently receiving, retroactively following a minimum of three days (24 work hours) of such work:

- Assistant Wastewater Treatment Superintendent
- Assistant Water/Wastewater Superintendent
- Chief Operator
- Street Supervisor
- Laboratory Services Supervisor
- Park Supervisor
- Water/Wastewater Supervisor
- Lead Equipment Mechanic
- Street Superintendent

ARTICLE IX - TOOLS AND UNIFORM ALLOWANCE

- 9.1 Uniform service, including rental and cleaning of one uniform per work day, will be provided to the following Maintenance and Operators classifications:

Building Maintenance Worker
Sr. Plant and Equipment Mechanic
Tree Operations Supervisor
Building Service Worker

Equipment Maintenance Supervisor
Heavy Equipment Mechanic
Laborer
Lead Equipment Mechanic

Maintenance Worker I & II	Street Maintenance Worker III
Park Maintenance Worker I	Street Supervisor
Park Maintenance Worker II	Street Sweeper Operator
Park Maintenance Worker III	W/WW Maintenance Worker III
Park Supervisor	Water/Wastewater Inspector
Plant & Equipment Mechanic	Water/Wastewater Supervisor
Sr. Building Maintenance Worker	Welder-Mechanic

Coveralls as needed, but no more than 3, are provided to:

Chief Wastewater Plant Operator	Plant and Equipment Mechanic
Wastewater Plant Operator I & II	Water/Wastewater Inspector
Sr. Plant and Equipment Mechanic	

Smocks as needed, but no more than 3, are provided to:

Laboratory Services Supervisor	Laboratory Technician I and II
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ARTICLE X - TUITION REIMBURSEMENT

- 10.1 The City shall provide \$300.00 per fiscal year, for tuition reimbursement or the cost of tuition and books for two courses per semester or quarter for course work at a State University beyond the level of an Associate of Arts degree, to be paid upon the satisfactory completion of job related coursework. This section may be applied toward tuition at an accredited college or university at the state university rate.
- 10.2 In the event that future changes in classification specifications require that certificates or other educational standards be implemented, the SJPEA reserves the right to negotiate wage adjustments for affected classifications.

ARTICLE XI - WORKERS' COMPENSATION

- 11.1 The City and the SJPEA mutually agree that when an employee is compelled to be absent from work due to injuries or illness arising out of and in the course of his or her employment, the City shall pay full compensation to any represented employee who becomes eligible for benefits under Workers' Compensation laws for the period of the time between the injury and the first day of eligibility for benefits. With the determination that the injury or illness is compensable in accordance with Workers'

Compensation benefit criteria, the employee, upon receiving said benefits paid by Workers' Compensation shall also receive compensation from the City in such an amount that when added to the Workers' Compensation payment shall equal his or her regular salary. The amount paid by the City shall, after the period from the date of injury and date of eligibility, be charged to the employee's sick leave account. The employee's regular deductions shall be made from the amount paid by the City.

Chapter 2. Leaves

ARTICLE XII - CATASTROPHE LEAVE

- 12.1 Catastrophe Leave will be available for all unit members who by reason of verifiable long term illness or injury exhausts all employee benefits. Catastrophe Leave will be funded by voluntary transfers of the dollar value of accumulated compensatory time, vacation and/or other time accumulated by the member.
- 12.2 Employees receiving Long Term Disability are not eligible for Catastrophe Leave benefits.
- 12.3 Donations shall be converted into dollar value and shall be drawn at the requesting employees pay step. All donations must be a minimum for four (4) hours and are irrevocable.

EXAMPLE:

Jane Doe, Recreation Supervisor, donates 8 hours of leave to Joe Smith, Laborer.

Jane Doe makes \$18.99/hour $\$18.99 \times 8 \text{ hrs.} = \151.92

Joe Smith makes \$10.41/hour. $\$151.92 \div \$10.41 = 14.59 \text{ hours}$

Joe Smith will be able to utilize 14.59 hours from Jane Doe's donation.

- 12.4 Catastrophe Leave will be administered in accordance with the Catastrophe Leave Policy and Procedure (Exhibit C). In addition to employees, spouses and dependent children, Catastrophe Leave may also be used for parents.
- 12.5 To be eligible to receive this benefit the employee must have first exhausted all accrued time. This benefit can not be used for more than six (6) consecutive months.

Article XIII - Funeral Leave

- 13.1 Regular employees shall be permitted to use sick leave, vacation leave, or compensatory time off to attend the funeral of a member of their immediate family, including the time the deceased may lie in state, the day of the funeral, and the time necessary to travel to and from the location of the funeral. Use of sick leave may not exceed three (3) working days.

The immediate family shall be limited to an employee's:

- | | | |
|----------------------|-----------------|-------------------|
| . spouse | . parent | . grandparent |
| . grandparent-in-law | . parent-in-law | . child |
| . grandchild | . son-in-law | . daughter-in-law |
| . stepchild | . brother | . sister |
| . half-brother | . half-sister | . foster parents |

or a more distant relative who was a member of the employee's immediate household at the time of death.

- 13.2 A regular employee may use sick leave, vacation leave, or compensatory time off to attend the funeral of a person the employee may be reasonably deemed to owe respect. Use of sick leave may not exceed three (3) days.

ARTICLE XIV - HOLIDAYS

- 14.1 Members of this Unit shall observe the following holidays:

New Year's Day	January 1
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving Day	Friday following Thanksgiving Day
Christmas Eve (4 hours)	December 24
Christmas Day	December 25

In addition, each employee shall be granted four (4) days of holiday leave to be taken off at a time mutually agreed upon between the employee and the department head. Holiday time may be taken in eight (8) hour increments and cannot be carried over into the

following calendar year. At the discretion of the department head, probationary employees may use holiday time in one-hour increments.

- 14.2 Holidays which fall on the first regularly scheduled day off shall be observed on the preceding work day. Holidays which fall on any other regularly scheduled day off shall be observed on the next regularly scheduled work day, with the exception that if the next regularly scheduled work day is also a holiday, the first holiday shall be observed on the preceding work day.

ARTICLE XV - LEAVES OF ABSENCE

- 15.1 The City and SJPEA mutually agree that inability to return to work after an employee's sick leave has been exhausted shall be considered an urgent and substantial reason for the granting of a leave of absence in accordance with the Administrative Policy and Procedure Manual, Leave of Absence Policy.
- 15.2 The City interprets this Section as providing that the conditions under which an employee shall be restored to employment on the termination of leave of absence shall be stated as clearly as possible at the time by the City in conjunction with the granting of the leave of absence. The City reaffirms its policy that an employee's status as a permanent employee is not impaired by such leave of absence.
- 15.3 City employees are entitled to use sick leave, vacation leave, or long-term disability leave for disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom on the same terms and conditions governing leaves of absence for other illnesses or medical disabilities. Long-term disability leave shall not be used for child care, child rearing, or preparation for childbearing, but shall be limited to those disabilities as set forth above. The length of such disability leave, including the date on which the leave shall commence and the date on which the duties are to be resumed, shall be determined by the employee and the employee's physician; however, the City may require a verification of the extent of disability through a physical examination of the employee by a physician appointed by the City at City expense.
- 15.4 Employees are entitled to leave without pay or other benefits for up to four months from the date of disability for disabilities because of pregnancy, miscarriage, childbirth, or recovery therefrom when sick leave has been exhausted. The date on which the employee shall resume duties shall be determined by the employee on leave and the employee's physician; however, the City may require a verification of the extent of disability through a physical examination of the employee by a physician appointed by the City.

- 15.5 An employee on leave for pregnancy disability under this policy shall be entitled to return to the same position, or to a position comparable to that held at the time the leave commenced. A physician's release must be provided to the appropriate supervisor prior to an employee's return to work.
- 15.6 An employee seeking pregnancy/disability leave shall be required to provide a reasonable notice in writing (not less than four weeks) to their supervisor of the anticipated date upon which leave shall commence, although the commencement date may vary according to the employee's actual disability. She must also provide an estimate of the duration of the leave.
- 15.7 Employees who are placed in a Leave Without Pay status following the expiration of sick leave, vacation, or compensatory time off, such that the employee is no longer in a pay status shall not receive employer paid employment benefits.
- 15.8 Employees placed in Leave Without Pay status due to disability will continue to receive a three month extension of (1) medical coverage following the month in which the employee is placed in such status. Other benefits such as (2) dental or vision insurance or medical coverage past the three-month extension period may be continued at the employee's expense.

ARTICLE XVI - SICK LEAVE

- 16.1 Full time employees shall accumulated sick leave at the rate of 3.70 hours per pay period. (12 days per year)
- 16.2 Sick leave may be accumulated up to an unlimited amount.
- 16.3 Employees will be able to use family sick leave for parents or children not residing with the employee consistent with City policy of use of sick leave for family members illnesses.
- 16.4 All persons hired after September 1, 1995 shall accumulate sick leave at the rate of 3.08 hours per pay period (10 days per year). These same employees will be eligible to participate in the bonus program described in Section 16.5.
- 16.5 If an eligible employee (all persons hired after 9/1/95) does not utilize more than 200 hours of sick leave during each five years of employment an additional 40 hours of

vacation time will be added to the employees vacation account. The hire date of the employee shall serve as the eligibility date for this bonus.

ARTICLE XVII - VACATION LEAVE

- 17.1 0 to 1 year - None. However, at the completion of twelve (12) continuous months of service, eighty (80) hours of vacation shall be credited to the employee's account.

1st thru 5th years:	3.08 hrs per pay period (10 days per yr.)
6th thru 11th years:	4.62 hrs per pay period (15 days per yr.)
12th thru 14th years:	5.24 hrs per pay period (17 days per yr.)
15th thru 20th years:	6.16 hrs per pay period (20 days per yr.)
21st year:	6.47 hrs per pay period (21 days per yr.)
22nd year:	6.78 hrs per pay period (22 days per yr.)
23rd year:	7.09 hrs per pay period (23 days per yr.)
24th year:	7.40 hrs per pay period (24 days per yr.)
25th year & over:	7.71 hrs per pay period (25 days per yr.)

- 17.2 If conflict arises in the scheduling of vacation of employees in the same classification, the conflict shall be resolved in favor of the employee with the greatest City seniority. The senior employee shall receive one first choice in any scheduling period.
- 17.3 Vacation cannot be carried over to the subsequent calendar year in excess of the amount earned in a calendar year unless authorized by the City Manager.
- 17.4 For all persons hired after September 1, 1995 the maximum vacation accrual rate will be 6.16 hours per pay period.

Chapter 3. Insurance and Retirement

ARTICLE XVIII CHIROPRACTIC INSURANCE

- 18.1 The City agrees to pay all costs of premiums for employees and dependents for a chiropractic plan equivalent to the Landmark chiropractic plan.

ARTICLE XIX - DENTAL INSURANCE

- 19.1 The City agrees to provide a dental plan equivalent to the Delta Premier dental plan (group number 4381) to all employees and their dependents. The City shall pay the full cost for the employee dental premium and one-half the premium for dependents for the term of this agreement.

ARTICLE XX FLEXIBLE SPENDING ACCOUNT

- 20.1 The City will maintain a "flexible spending account" for each employee.

ARTICLE XXI - LIFE INSURANCE

- 21.1 The City agrees to provide a life insurance program providing an additional \$10,000 term life insurance for the employee. Said amount of insurance to reduce to \$6,500 at age 70, and to decrease to 10% at age 95. In addition, a spouse, unmarried dependent children between the ages of 6 months and 21 years, unmarried student dependent children aged 21 or 22, and dependent handicapped children shall be covered for \$1,500 insurance. Children between the age of 14 days and 6 months shall be provided with \$150 life insurance.
- 21.2 The City shall assume the 1.1% salary cost previously paid by the employee for long-term disability and life insurance.

ARTICLE XXII - LONG TERM DISABILITY PLAN

- 22.1 The City agrees to provide a long term disability program which, coordinated with other disability benefits, shall provide a benefit of 66 2/3% the first two thousand two hundred and fifty dollars (\$2,250) of the employee's basic monthly earnings and 50% of the next one thousand (\$1,000) of the employee's basic monthly earnings, in the event of disability. This program commences 60 days from the date of disability.

ARTICLE XXIII - MEDICAL INSURANCE

- 23.1 The City agrees to make available medical benefits equivalent to the Health Net Plan and the parties shall meet and confer on a replacement plan offering such an equivalent level of benefits. Included in this is a pharmaceutical plan. The employee will be responsible for a \$10.00 co-payment for each prescription.
- 23.2 The City agrees to pay all costs of premiums for employees and dependents for the term of this agreement.
- 23.3 Employees shall be eligible for medical insurance the first day of the month following the date the employee becomes a full-time regular employee of the City of Lodi.
- 23.4 The City shall pay 100% of premiums for health and dental benefits for the unmarried surviving spouse and any minor children of any members of this unit who is killed or dies during the performance of official duties. This benefit terminates if the surviving spouse remarries, the children reach the age of 18, or other medical insurance becomes available.
- 23.5 If an employee has no dependents or chooses not to cover dependents with medical insurance the City will contribute \$25.00 per pay period to the employees deferred compensation account. If an employee elects not to be covered by medical insurance the City will provide an additional \$46.15 per pay period for a total of \$71.15 per pay period to the employees deferred compensation account.
- 23.6 If both the employee and the employee's spouse work for the City and are eligible for medical insurance, only one medical plan will be provided and Section 23.5 shall apply to the employee who is not the primary provider. Employees and family members required to pay a co-payment due to loss of dual coverage, will have co-payments reimbursed by the City of Lodi on a quarterly basis.

- 23.7 Should a significant number of current Primary Care Physicians and/or Specialists in Lodi IPA that are utilized by members of the Maintenance and Operators Unit fail to continue to offer their services through the Foundation Health plan Article X Section 1 shall immediately be reopened by both the City and SJPEA to insure that the needs of the membership are met by this medical plan or a new medical plan is found and offered to the membership.
- 23.8 During the term of this MOU, the City and SJPEA will meet and confer over whether to adopt a cafeteria plan, and if so, then over its terms. It is the City's intent to examine on a city-wide basis possible adoption of a cafeteria plan. Meeting over this issue may be conducted between the City and a coalition of City bargaining units, including SJPEA. In absence of mutual agreement, the current terms of this MOU will remain in effect.

ARTICLE XXIV - PUBLIC EMPLOYEES RETIREMENT SYSTEM

- 24.1 The City agrees to provide the following PERS retirement program and to pay the employer's cost:
- a) The 2.00% at 60 formula
 - b) Final retirement compensation based on the average monthly pay during the highest 36 consecutive months of service.
 - c) 1957 Survivor Benefit
 - d) The increased ordinary disability benefits which provide under P.E.R.S. a 30% benefit after five years of service increasing to a maximum 50% benefit (Government Code, Section 21298).
 - e) The third level of 1959 survivor benefits.
 - f) 50% survivor continuation in the event of death after retirement.
 - g) Credit for unused sick leave which provides additional service credit for unused accumulated sick leave at time of retirement (Government Code, Section 20862.8).

- 24.2 On July 6, 1991, in lieu of any other salary adjustments which otherwise may have been agreed upon in this unit, the City agreed to pay into each employee's P.E.R.S. account 7% of the employee's base salary.
- 24.3 The City agrees to discuss amending the retirement benefit to 2% @ 55 provided that the City can negotiate it for all affected units and the employees will pay the cost. The City reserves the right to make the final determination whether to implement this benefit.

ARTICLE XXV - SICK LEAVE CONVERSION

- 25.1 For all unused sick leave, a represented employee with ten years of employment with the City will receive medical insurance coverage upon retirement (but not upon resignation or termination) using one of the following options:

Option #1 - CONVERSION

After ten years of employment by the City, 50% of the represented employee's unused sick leave shall be converted to months of medical insurance as adjusted herein. For each year that an employee has been employed by the City in excess of ten years, the employee shall be entitled to add 2 1/2% to the 50% before converting the unused sick leave to months of insurance.

EXAMPLE:

ROBERT SMITH RETIRES WITH 20 YEARS OF SERVICE AND 1800 HOURS OF UNUSED SICK LEAVE.

$$1800 \div 8 \times 75\% \div 12 = 14.06 \text{ YEARS OF COVERAGE}$$

The City shall pay up to \$275.00 per month towards the retirees medical insurance premiums. The retiree will be responsible for paying any premium amount above \$275.00 per month.

In the event the retiree dies the surviving dependent(s) may purchase medical insurance for the same period as if the employee had not died.

Option #2 - BANK

50% of the dollar value of sick leave will be placed into a bank to be used for medical insurance premiums for the employee and dependent(s). For each year that an employee has been employed in excess of 10 years, 2½ % will be added to the 50% before valuing the size of the bank. Each hour of sick leave is valued at \$20.00.

EXAMPLE:

ROBERT SMITH RETIRES WITH 20 YEARS OF SERVICE AND 1800 HOURS OF UNUSED SICK LEAVE (MULTIPLICATION FACTOR - \$20.00).

$$1800 \times 75\% \times \$20.00 = \$27,000.00$$

This amount will be reduced each month by the current premium for the employee and dependent(s) until the balance is gone.

In the event the retiree dies the remaining bank will be reduced by 50% and the surviving dependent(s) may use the bank until the balance is gone.

Option #3 - CASH OUT

A retired employee may choose to receive a cash settlement for unused sick leave at the rate of \$.30 on the dollar. Under this provision, employee's sick leave balance at the time of retirement shall be converted to dollars at the employee's current rate of pay.

- 25.2 In the event an active employee dies before retirement and that employee is vested in the sick leave conversion program, the surviving spouse will have an interest in one-half the value of the Bank option as calculated in section 25.1.
- 25.3 Employees selecting option #1 or #2, who retire on a service retirement shall have the option of purchasing, at the employee's cost, additional medical insurance sufficient to reach age 65.
- 25.4 Out of area retirees may receive reimbursement for medical insurance premiums up to the City's liability as specified in Section 25.1 of this Article.

- 25.5 The City agrees to modify its contract with PERS to add credit for unused sick leave per Government Code Section 20862.8. This benefit is available to all employees regardless of the date hired; however, it is the only sick leave conversion benefit available to employees hired after July 1, 1995 . It is agreed that eight hours equals one day for purposes of determining days creditable. If an eligible employee opts to utilize the provisions of any section of Article 25 other than 25.5, the City will report to PERS they have zero hours of unused sick leave.
- 25.6 For employees who retire during the term of this contract or who were hired before 1975, the City contribution for Option #1 will be the same as the premium being paid by the City for such coverage for employees and dependents at the time of retirement.

ARTICLE XXVI - VISION INSURANCE

- 26.1 The City agrees to provide a vision care plan equivalent to the VSP Plan B with a \$25.00 deductible for the employee and dependents. The entire premium shall be paid by the City.

Chapter 4. Safety

ARTICLE XXVII - SAFETY /SAFETY BOOTS

- 27.1 The City reaffirms its desire and aim to provide a safe place of employment for its employees and shall continue to take all reasonable steps to ensure this.
- 27.2 The City retains the right to set and maintain safety standards in the work place. Failure to adhere to safe work practices will be grounds for the City to take appropriate steps to ensure compliance.
- 27.3 The City agrees to provide a safety boot reimbursement up to \$135.00 per fiscal year for all classifications in this unit except:
- Park Naturalist
 - Water Conservation Officer
 - Laboratory Technician I/II
 - Laboratory Services Supervisor
- 27.4 Safety boots are defined as leather work boots with a minimum of 4" ankle support. Employees have the option of purchasing these boots with or without steel toes.
- 27.5 Safety boots must be appropriate to the job classification and the specific work hazards for the work performed.
- 27.6 The City reserves the right to determine if a boot is appropriate to the job class and work conditions.

Chapter 5. Work Hours, Schedules, Meals

ARTICLE XXVIII - HOURS

28.1 Except as provided in subsequent sections, the normal hours of work for all represented personnel shall be eight hours per day and 40 hours per week. The lunch period shall normally commence between the third and fifth work hour at the discretion of the supervisor.

- a. Wastewater Plant Operators shall work shifts on a jointly agreed to rotating schedule with varying days off. This schedule shall be posted two weeks before the change of shift.
- b. Employees assigned to work "Relief Operator" duties shall receive compensation at a rate of 5% above the classification of Wastewater Plant Operator II. The "Relief Operator" is one who works a normal day shift but is on call to assume a shift operators shift(s) for the duration of a vacancy, then return to regular hours.
- c. Street Sweeper Operators shall work a schedule which begins at 4:00 a.m.
- d. Alternate work schedules may be developed by mutual agreement between the employee and the appropriate supervisor.
- e. Equipment Maintenance personnel shall work one of two shifts:

6:00 a.m. to 2:30 p.m. or 2:00 p.m. to 10:30 p.m.

A 4-10 schedule as outlined in Exhibit E may be reinstituted in the shop during the course of this MOU.

28.2 Work schedules presently in effect shall remain in effect; however, the City reserves the right to change the hours of work as stated above after consultation with the employees involved. Notice of permanent changes to this schedule must be given two (2) weeks in advance. Temporary changes in this schedule must have at least 24 hours notice. SJPEA shall be notified of all permanent schedule changes.

ARTICLE XXIX - MEALS

- 29.1 If the City requires an employee to perform work for one and one-half (1 1/2) hours immediately following quitting time, or if any employee is called in more than two (2) hours immediately before regular starting time, the City shall provide such employee with a meal. If an employee works beyond the regular quitting time, the City shall continue to provide meals at four (4) hour intervals until the employee is dismissed from work. The cost of such meals and the time taken to consume them shall be at the City's expense.
- 29.2 When the City requires employees to work on non-work days, the City shall provide meals at intervals of four (4) hours. The first meal shall be four (4) hours after employees report to work, providing time is allowed for an employee to eat before reporting. If such time is not allowed, the first meal break shall be two (2) hours after reporting for work and at four (4) hour intervals thereafter.
- 29.3 When an employee is required to perform prearranged work on non-work days during regular work hours, he or she shall observe the lunch arrangement which prevails on his or her work days. If such work continues after regular work hours, the City shall provide the employee with meals in accordance with the provisions of (Section 29.1).
- 29.4 If the City requires an employee to perform prearranged work starting two (2) hours or more before regular work hours on work days or non-work days, and such employee continues to work into regular work hours, the employee shall provide for one meal on the job and the City shall provide other meals as required by the duration of the work period. The meals provided for in this Section shall be eaten at approximately the usual times and the usual practice relating to lunch periods on work days shall prevail. The usual times therefore shall be 7:00 a.m. - 12:00 noon - 6:30 p.m.

Chapter 6. Association/City Issues

ARTICLE XXX - CHANGES IN MEMORANDUM

- 30.1 The parties agree to reopen this Memorandum and to renew meeting and conferring on the subjects set forth herein during the term of this Memorandum only in the event that any provision of this MOU is modified by statute, applicable regulation or by order of Court in such a way as to affect either the employees or the City. In such event, all remaining provisions of the MOU shall continue in full force and effect unless and until they are also modified by statute, applicable regulation, order of Court, or agreement of the parties.

ARTICLE XXXI CITY RIGHTS

- 31.1 It is further understood and agreed between the parties that nothing contained in this MOU shall be construed to waive or reduce any rights of the City, which include but are not limited to the exclusive rights to:

Determine the mission of its constituent departments, commissions and boards; to set standards of service.

Determine the procedures and standards of selection for employment; to direct its employees.

Maintain the efficiency of governmental operations.

Determine the methods, means and personnel by which government operations are to be conducted.

Take all necessary actions to carry out its mission in emergencies.

Exercise complete control and discretion in the technology of performing its work.

City rights also include the right to determine the procedures and standards of selection for promotion, to relieve employees from duty because of lack of work or other legitimate reasons, to take disciplinary action, and to determine the content of job classifications; provided, however, that the exercise by the City of the rights in this section does not preclude employees or their recognized employee organizations from filing grievances regarding the practical consequences that decisions are such matters may have on wages, hours or other terms and conditions of employment.

ARTICLE XXXII - DEMOTION AND LAYOFF

- 32.1 The classification of Maintenance Worker in the Parks & Recreation or Public Works Department will be "Y" rated if an employee is involuntarily transferred or demoted between departments as a result of a reduction in force.

ARTICLE XXXIII - EMPLOYEE REPRESENTATION

- 33.1 This Memorandum of Understanding (hereinafter referred to as "MOU") is entered into between representatives of the City of Lodi (hereinafter referred to as "City") and representatives of the San Joaquin Public Employees Association (hereinafter referred to as "SJPEA"), for the Maintenance and Operators Unit.

The parties to this MOU acknowledge and agree that this MOU constitutes the results of meeting and conferring in good faith as contemplated by Sections 3500 et seq. of the Government Code of the State of California, and further acknowledge and agree that all matters upon which the parties reach agreement are set forth in this MOU. Except as specifically modified by this MOU, all existing benefits currently being furnished to employees and all existing terms and conditions of employment are to continue in effect unless and until the parties meet and confer regarding a change in such existing benefits, terms or conditions of employment.

The terms and conditions of this MOU are applicable to all regular and probationary employees represented by SJPEA. Those classifications are as follows:

- . Building Maintenance Worker
- . Chief Wastewater Plant Operator
- . Equipment Maintenance Supervisor

- . Equipment Service Worker
- . Heavy Equipment Mechanic
- . Laboratory Services Supervisor
- . Laboratory Technician I
- . Laboratory Technician II
- . Laborer
- . Lead Equipment Mechanic
- . Maintenance Worker I
- . Maintenance Worker II
- . Park Maintenance Worker I
- . Park Maintenance Worker II
- . Park Maintenance Worker III
- . Parks Naturalist
- . Park Supervisor
- . Plant and Equipment Mechanic
- . Senior Building Maintenance Worker
- . Sr. Plant and Equipment Mechanic
- . Street Maintenance Worker III
- . Street Supervisor
- . Street Sweeper Operator
- . Tree Operations Supervisor
- . Water Conservation Officer
- . Wastewater Plant Operator I
- . Wastewater Plant Operator II
- . Water/Wastewater Inspector
- . Water/Wastewater Maintenance Worker III
- . Water/Wastewater Supervisor
- . Welder - Mechanic

- 33.2 The City shall grant dues deduction to City employees who are members of the SJPEA in accordance with the terms and conditions set forth in Section 4, Rule 2 of City of Lodi Resolution No. 3344 entitled, "Adopting Rules and Regulations to Implement Provisions of the Employer-Employee Relations Resolution."

The SJPEA shall indemnify, defend, and hold the City harmless against any claims made and against any suit instituted against the City on account of check-off of said employee organization's dues. In addition, the SJPEA shall refund to the City any amounts paid to it in error upon presentation of supporting evidence.

- 33.3 Effective upon adoption of this Memorandum and for the purposes of continued certification of SJPEA as the recognized employee organization for this unit, employees

in this unit who are members or hereafter become members of SJPEA shall maintain membership with SJPEA for the life of this Memorandum, except that any unit employee may withdraw from membership not earlier than ninety (90) days nor less than sixty (60) days from the expiration of this Memorandum. Such withdrawal must be in writing and delivered to the Finance Department. A copy of the request shall be forwarded to SJPEA upon receipt in the Finance Department.

- 33.4 The City shall allow SJPEA access to city meeting facilities at no cost to SJPEA subject to the operating needs of the City. Requests for such use shall be made in advance to the appropriate department head managing the facility or designee and shall include the date, location, time and general purpose of such meeting. The City may establish reasonable regulations governing the use of such facilities.
- 33.5 No City employee or applicant for employment shall be discriminated against in any aspect of employment because of race, national origin, ancestry, color, religious or political opinions or affiliations, union affiliation, age, sex or disability.
- 33.6 The City and SJPEA agree and understand that if any section of the MOU in any way conflicts with the terms and conditions of employment stated in other authorities, such as the personnel rules, administrative policy and procedure manual, city resolutions, or city ordinances, any ambiguity will be resolved in favor of the MOU language. If the MOU is silent on any issue, the applicable document is controlling.

ARTICLE XXXIV - GRIEVANCE PROCEDURE

- 34.1 This grievance procedure shall be used to process and resolve disputes regarding the interpretation or application of any of the terms and conditions of this MOU, letters of understanding, formal interpretations and clarifications executed by the SJPEA and the City.

The intent of this procedure is to resolve grievances informally at the lowest possible level and to provide an orderly procedure for reviewing and resolving grievances promptly.

A grievance is a good faith complaint of one or a group of employees or a dispute between the City and the SJPEA involving the interpretation, application, or enforcement of the express terms of the MOU and other terms and conditions of employment and matters of discipline which includes demotion, suspension or discharge.

As used in this procedure, the term "party" means an employee, the SJPEA, the City or the authorized representative of any party. The employee is entitled to representation through all steps in the grievance procedure.

- 34.2 Disputes involving the following subjects shall be determined by the Grievance Procedures established herein:
- a. Interpretation or application of any of the terms of this agreement, including Exhibits thereto, Letters of Agreement, and/or formal interpretations and clarifications executed by SJPEA and the City.
 - b. Discharge, demotion, suspension or discipline of an individual employee.
 - c. Disputes as to whether a matter is proper subject for the Grievance Procedure.
 - d. Disputes which may be of a "class action" nature filed on behalf of the SJPEA or the City. Class action grievances shall be in writing from the SJPEA to the City Manager or vice versa.
- 34.3 STEP ONE: Discussion between the employee and/or the employee's representative, and the division head or designated supervisor directly involved, who shall answer within fifteen (15) work days. This step shall be taken within thirty (30) work days of the date of the action complained of, or the date the grievant became aware of the incident which is the basis of the Grievance.
- 34.4 STEP TWO: If a grievance has not been resolved in initial step, a written statement signed by the Grievant shall be presented to the department head which shall include the action being grieved and the desired remedy. A discussion shall then take place between the employee, his or her representative, and the department head, who shall answer in writing within fifteen (15) work days. This Step shall be taken within fifteen (15) work days from the date of the answer in Step One.
- 34.5 STEP THREE: If a grievance is not resolved in Step Two, Step Three shall be the presentation of the Grievance, in writing, by the employee or his/her representative to the City Manager, who shall answer in writing within fifteen (15) work days of receipt of the Grievance. This Step shall be initiated within fifteen (15) work days of the date of the answer in Step Two.
- 34.6 STEP FOUR: If a grievance is not resolved by the City Manager, arbitration shall be the final level of appeal for the grievances and discipline. It is agreed by both parties that the decision of the arbitrator is binding and final on both parties and that if this procedure is

utilized all other avenues of appeal are waived. If arbitration is chosen the City must be notified within fifteen (15) work days of the City Manager's decision.

Within ten (10) working days after the request for arbitration is received by the City or at a date mutually agreed to by the parties, the parties shall meet to select an impartial arbitrator. If no agreement is reached at this meeting, the parties shall immediately and jointly request the State Conciliation and Mediation Service to submit to them a panel of five (5) arbitrators from which the City and the SJPEA shall alternately strike names until one (1) name remains; this person shall be the arbitrator. If the State Conciliation and Mediation Service cannot provide a list of five (5) arbitrators, the same request shall be made of the American Arbitration Association.

To insure that the arbitration process is as brief and economical as possible, the following guide lines shall be adhered to:

- a. An arbitrator may, upon mutual consent of the parties, issue a decision, opinion or award orally upon submission of the arbitration.
- b. Both parties and the arbitrator may tape record the hearing.
- c. There shall be no official transcript required; however, either party may utilize a court reporter at its own sole expense. The cost of a court reporter required by an arbitrator shall be shared equally by the parties.
- d. The parties may agree to prepare a joint letter submitting the issue in dispute. The letter shall present the matter on which arbitration is sought and shall outline the MOU provisions governing the arbitration. It may contain mutually agreed on stipulations of fact and it may be accompanied by any documents that the parties mutually agree shall be submitted to the arbitrator in advance of the hearing which may not necessarily be stipulations of fact. Further, if the parties mutually agree, the entire matter may be submitted to arbitration for review without a hearing. Absent agreement to prepare a joint letter, the parties may submit separate letters.
- e. The strict rules of evidence are not applicable and the hearing shall be informal.
- f. The parties have the right to present and cross examine witnesses, issue opening and closing statements, and file written closing briefs. Testimony shall be under oath or affirmation.
- g. The arbitrator may exclude testimony or evidence which he/she determines irrelevant or unduly repetitious.

- h. Attendance at a hearing shall be limited to those determined by the arbitrator to have a direct connection with the appeal. Witnesses normally would be present at the hearing only while testifying and should be permitted to testify only in the presence of the employee or his/her representative and the employer's representative.
- i. The arbitration hearing will be held on the employer's premises.
- j. The cost of arbitration shall be borne equally by the parties. However, the cost, if any, of cancellation or postponement shall be the financial responsibility of the party requesting such delay unless mutually agreed by the parties.

The decision, opinion, or award shall be based on the record developed by the parties before and during the hearing. The decision will be in writing and shall contain the crucial reasons supporting the decision and award.

The arbitrator has no power to add to, subtract from, or modify the terms of the MOU or the written ordinances, resolutions, rules, regulations and procedures of the City, nor shall he/she impose any limitations or obligations not specifically provided for under the terms of the MOU. The arbitrator shall be without power or authority to make any decision that requires the City or management to do an act prohibited by law.

The arbitrator has no power to add to a disciplinary action.

- 34.7 Failure by either party to meet any of the aforementioned time limits as set forth in Sections 34.3, 34.4, 34.5, or 34.6 shall result in forfeiture by the failing party. Except, however, that the aforementioned time limits may be extended by mutual agreement. Grievances settled by forfeiture shall not bind either party to an interpretation of this MOU, nor shall such settlements be cited by either party as evidence in the settlement of subsequent grievances.
- 34.8 Employees may have documents (other than performance reports) relating to absenteeism and disciplinary actions removed from their personnel files if the incident prompting the action took place twenty-four (24) months or more previous and no incident of a similar nature has occurred in the interim.
- 34.9 An employee may represent himself/herself at any step of the Grievance Procedure.

ARTICLE XXXV - MUTUAL CONSENT CONTINGENCY

- 35.1 This MOU may be amended any time during its life upon the mutual consent of the City and the SJPEA. Such amendment must be in writing and attached to all executed copies of this MOU.

ARTICLE XXXVI - NO STRIKES

- 36.1 The represented employees agree that they shall not strike, withhold services, engage in "slow downs" or "sick-ins", or participate in any other concerted activity which adversely affects job performance or City services during the term of this MOU.

ARTICLE XXXVII - PROBATIONARY PERIOD

- 37.1 All appointments to positions in the classified service shall be subject to a probationary period of 12 continuous months of service. The probationary period shall be regarded as an integral part of the examination process and shall be used to closely observe the employee's work for securing the most effective adjustment of an employee to his or her new duties, assignments and responsibilities in his or her new position and for rejecting any probationary employee whose performance does not meet required work standards. If the service of the employee is deemed to be unsatisfactory, the employee shall be notified that he or she has not satisfactorily completed probation.
- 37.2 During the probationary period, all new hires shall have all the rights and privileges afforded to other employees, except:
- a) Vacation Leave - See Article XVII for vacation schedule.
 - b) The use of the Grievance Procedure to grieve termination.
 - c) The City and the employee may mutually agree to extend the probationary period for not more than 6 months. The SJPEA shall be notified of all extensions.
- 37.3 In the event an employee is promoted and is rejected by the appropriate department head, he or she shall be reinstated to the position which he or she was promoted. The seniority and status of a rejected candidate shall continue as before.

ARTICLE XXXVIII - PROMOTION

- 38.1 The City and the SJPEA mutually agree it is good personnel practice to make every effort to promote from within, consistent with the best interest of the City.

ARTICLE XXXIX - SENIORITY

- 39.1 Seniority is defined as the total length of continuous service with the City. Continuity of service shall not be broken and seniority shall accrue when an employee is:
- a) inducted, enlists, or is called to active duty in the Armed Forces of the United States or service in the Merchant Marine under any Act of Congress which provides that the employee is entitled to re-employment rights,
 - b) on duty with the National Guard,
 - c) is absent due to industrial injury,
 - d) on leave of absence, or
 - e) absent due to layoff for a period of less than twelve (12) consecutive months.

ARTICLE XL - SHOP STEWARDS

- 40.1 The SJPEA agrees to notify the City in writing as to the appointment of all shop stewards. Shop stewards shall be required to work full time in their respective classifications and shall not interrupt the work of other employees. A steward may, with reasonable notice and the approval of his or her supervisor, leave the job during working hours for reasonable periods to investigate pending grievances and to take part in the Grievance Procedure. However, no steward shall leave the job while his or her presence is necessary in the judgment of his or her supervisor for the safe conduct and efficiency of the operations in which he or she is engaged.

ARTICLE XLI - STATUS

- 41.1 Employees shall be designated as regular, probationary, or temporary, depending upon the purpose for which they are hired and their length of continuous service with the City.

- a) A regular employee is defined as an employee who has twelve (12) months or more service with the City in full time employment, except as provided for in the Rules for Personnel Administration Article XI (Probationary Period).
- b) A probationary employee is defined as an employee hired for a full time position that has been regularly established as an authorized position and is of indeterminate duration. A probationary employee shall receive not less than the minimum rate for the job and shall be eligible for sick leave pay, vacation pay, holiday pay, retirement plan participation, insurance coverage and items of a similar nature, as he or she becomes eligible, but shall not be given preferential consideration for promotion or transfer or be eligible for a leave of absence. Upon completion of twelve months of continuous full time service with the City, a probationary employee shall be given the status of a regular employee.
- c) A temporary employee is an employee hired on a full time basis to temporarily fill a full time position (at least 32 hours per week). Temporary employees shall attain regular status after being employed for twelve (12) continuous months.

ARTICLE XLII - TERM

- 42.1 The terms and conditions of this Memorandum shall be in effect covering the period from September 14, 1998 through June 30, 2003.

ARTICLE XLIII - UNION LEAVE

- 43.1 Whenever any employee is absent from work as a result of a formal request by the SJPEA to send an employee to school to be involved in Association business, the City shall pay for all regular time lost and shall be reimbursed therefore by the SJPEA at the rate of one hundred and fifty percent (150%) of the employee's regular wage rate.

END
XXXXXX

On Behalf of the Maintenance and Operators Unit
SAN JOAQUIN PUBLIC EMPLOYEES ASSOCIATION
CITY OF LODI

Dean Cofer
Dean Cofer, Chief Negotiator

Date: 10/6/98

Joanne M. Narloch
Joanne M. Narloch, Chief Negotiator

Date: 10-12-98

Ken Capatanich
Ken Capatanich, Wastewater Plant Operator

Date: _____

Vicky McAthie
Vicky McAthie, Finance Director

Date: 10/22/98

Ray Fye
Ray Fye, Streets Maintenance Worker III

Date: 10-12-98

Richard C. Prima Jr.
Richard C. Prima Jr., Public Works Director

Date: 10/12/98

Dave Towne
Dave Towne, WW Maintenance Worker III

Date: 10-12-98

Rick Ohlhauser
Rick Ohlhauser, Heavy Equipment Mechanic

Date: 10-9-98

Mark Zollo
Mark Zollo, Sr. Building Maintenance Worker

Date: 10-9-98

Effective September 21, 1998
Equity Adjustment

SCHEDULE A

OCC Code	Title	A	B	C	D	E
73	SENIOR BUILDING MAINTENANCE WORKER	182.62	191.75	201.33	211.40	221.97
81	BUILDING MAINTENANCE WORKER	162.20	170.30	178.82	187.76	197.15
84	BUILDING SERVICE WORKER	147.11	154.46	162.19	170.29	178.81
166	EQUIPMENT SERVICE WORKER	155.78	163.56	171.74	180.33	189.35
171	WELDER - MECHANIC	189.46	198.94	208.88	219.33	230.29
212	LABORATORY TECHNICIAN I	166.99	175.34	184.10	193.31	202.97
213	LABORATORY TECHNICIAN II	184.10	193.31	202.98	213.12	223.78
216	LABORER	126.91	133.25	139.92	146.91	154.25
252	MAINTENANCE WORKER I	139.92	146.92	154.26	161.97	170.07
255	MAINTENANCE WORKER II	156.61	164.45	172.67	181.30	190.36
258	STREET MAINTENANCE WORKER III	176.03	184.83	194.07	203.78	213.96
264	HEAVY EQUIPMENT MECHANIC	189.46	198.94	208.88	219.33	230.29
265	EQUIPMENT MAINTENANCE SUPERVISOR	229.25	240.72	252.75	265.39	278.66
266	LEAD EQUIPMENT MECHANIC	208.41	218.83	229.77	241.26	253.32
270	PARK SUPERVISOR	205.35	215.62	226.40	237.72	249.61
272	PARK NATURALIST	139.49	146.47	153.79	161.48	169.56
273	PARK MAINTENANCE WORKER I	136.48	143.30	150.47	157.99	165.89
276	PARK MAINTENANCE WORKER II	152.73	160.36	168.38	176.80	185.64
279	PARK MAINTENANCE WORKER III	171.70	180.29	189.30	198.76	208.70
352	LABORATORY SERVICES SUPERVISOR	222.82	233.97	245.66	257.95	270.84
358	CHIEF WASTEWATER PLANT OPERATOR	222.17	233.28	244.94	257.19	270.04
359	WATER CONSERVATION COORDINATOR	139.49	146.47	153.79	161.48	169.56
360	WASTEWATER PLANT OPERATOR II	190.64	200.17	210.18	220.68	231.72
361	WASTEWATER PLANT OPERATOR I	170.35	178.87	187.81	197.20	207.07
381	STREET SUPERVISOR	215.62	226.40	237.72	249.61	262.09
390	STREET SWEEPER OPERATOR	167.64	176.03	184.83	194.07	203.77
410	TREE OPERATIONS SUPERVISOR	215.60	226.38	237.71	249.58	262.07
425	WATER / WASTEWATER INSPECTOR	202.54	212.66	223.30	234.46	246.18
429	WATER / WASTEWATER SUPERVISOR	226.40	237.72	249.61	262.09	275.19
430	PLANT & EQUIPMENT MECHANIC	189.41	198.88	208.82	219.27	230.23
431	WATER / WASTEWATER MAINT WORKER III	176.03	184.83	194.07	203.78	213.96
434	SENIOR PLANT AND EQUIPMENT MECHANIC	208.35	218.76	229.67	241.19	253.25

Effective September 21, 1998
4.5%

EXHIBIT A

TITLE	BFTS/OCC	STEP A	STEP B	STEP C	STEP D	STEP E
BUILDING MAINTENANCE WORKER	081	2,295.27	2,410.02	2,530.53	2,657.02	2,789.91
BUILDING SERVICE WORKER	084	2,081.77	2,185.85	2,295.16	2,409.89	2,530.42
CHIEF WASTEWATER PLANT OPERATOR	358	3,143.93	3,301.18	3,466.18	3,639.54	3,821.47
EQUIPMENT MAINTENANCE SUPERVISOR	265	3,244.20	3,406.42	3,576.72	3,755.58	3,943.35
EQUIPMENT SERVICE WORKER	166	2,204.42	2,314.64	2,430.37	2,551.94	2,679.51
HEAVY EQUIPMENT MECHANIC	264	2,681.16	2,815.21	2,955.99	3,103.82	3,258.96
LABORATORY SERVICES SUPERVISOR	352	3,153.22	3,310.91	3,476.45	3,650.28	3,832.81
LABORATORY TECHNICIAN I	212	2,363.09	2,481.22	2,605.24	2,735.57	2,872.35
LABORATORY TECHNICIAN II	213	2,605.26	2,735.59	2,872.37	3,015.98	3,166.78
LABORER	216	1,795.89	1,885.64	1,980.00	2,078.97	2,182.89
LEAD EQUIPMENT MECHANIC	266	2,949.29	3,096.76	3,251.55	3,414.18	3,584.85
MAINTENANCE WORKER I	252	1,980.04	2,079.04	2,182.97	2,292.15	2,406.75
MAINTENANCE WORKER II	255	2,216.27	2,327.12	2,443.45	2,565.63	2,693.88
PARK MAINTENANCE WORKER I	273	1,931.33	2,027.90	2,129.30	2,235.75	2,347.55
PARK MAINTENANCE WORKER II	276	2,161.33	2,269.34	2,382.85	2,502.02	2,627.08
PARK MAINTENANCE WORKER III	279	2,429.80	2,551.31	2,678.82	2,812.77	2,953.41
PARK NATURALIST	272	1,974.02	2,072.69	2,176.34	2,285.20	2,399.45
PARK SUPERVISOR	270	2,906.02	3,051.28	3,203.88	3,364.06	3,532.26
PLANT & EQUIPMENT MECHANIC	430	2,680.40	2,814.35	2,955.12	3,102.91	3,258.07
SENIOR BUILDING MAINTENANCE WORKER	073	2,584.24	2,713.49	2,849.15	2,991.58	3,141.15
SENIOR PLANT AND EQUIPMENT MECHANIC	434	2,948.42	3,095.78	3,250.16	3,413.18	3,583.87
STREET MAINTENANCE WORKER III	258	2,491.01	2,615.58	2,746.34	2,883.70	3,027.85
STREET SUPERVISOR	381	3,051.30	3,203.88	3,364.06	3,532.28	3,708.87
STREET SWEEPER OPERATOR	390	2,372.38	2,491.01	2,615.55	2,746.29	2,883.60
TREE OPERATIONS SUPERVISOR	410	3,051.02	3,203.62	3,363.89	3,531.87	3,708.63
WASTEWATER PLANT OPERATOR I	361	2,410.71	2,531.25	2,657.80	2,790.69	2,930.25
WASTEWATER PLANT OPERATOR II	360	2,697.74	2,832.64	2,974.27	3,122.95	3,279.13
WATER / WASTEWATER INSPECTOR	425	2,866.13	3,009.44	3,159.92	3,317.93	3,483.79
WATER / WASTEWATER MAINT WORKER III	431	2,491.01	2,615.58	2,746.34	2,883.70	3,027.85
WATER / WASTEWATER SUPERVISOR	429	3,203.90	3,364.04	3,532.28	3,708.89	3,894.34
WATER CONSERVATION COORDINATOR	359	1,974.02	2,072.69	2,176.34	2,285.20	2,399.45
WELDER - MECHANIC	171	2,681.16	2,815.21	2,955.99	3,103.82	3,258.96

Effective July 1, 1999
3.5%

TITLE	BFTS/OCC	STEP A	STEP B	STEP C	STEP D	STEP E
BUILDING MAINTENANCE WORKER	081	2,375.61	2,494.37	2,619.11	2,750.02	2,887.56
BUILDING SERVICE WORKER	084	2,154.63	2,262.36	2,375.50	2,494.24	2,619.00
CHIEF WASTEWATER PLANT OPERATOR	358	3,253.97	3,416.73	3,587.49	3,766.92	3,955.22
EQUIPMENT MAINTENANCE SUPERVISOR	265	3,357.76	3,525.65	3,701.92	3,887.04	4,081.37
EQUIPMENT SERVICE WORKER	166	2,281.58	2,395.66	2,515.43	2,641.25	2,773.29
HEAVY EQUIPMENT MECHANIC	264	2,775.00	2,913.76	3,059.45	3,212.46	3,373.01
LABORATORY SERVICES SUPERVISOR	352	3,263.59	3,426.79	3,598.13	3,778.05	3,966.95
LABORATORY TECHNICIAN I	212	2,445.79	2,568.06	2,696.41	2,831.31	2,972.89
LABORATORY TECHNICIAN II	213	2,696.44	2,831.34	2,972.91	3,121.54	3,277.61
LABORER	216	1,858.75	1,951.63	2,049.29	2,151.73	2,259.28
LEAD EQUIPMENT MECHANIC	266	3,052.51	3,205.13	3,365.34	3,533.67	3,710.32
MAINTENANCE WORKER I	252	2,049.33	2,151.79	2,259.37	2,372.38	2,490.99
MAINTENANCE WORKER II	255	2,293.84	2,408.57	2,528.97	2,655.42	2,788.17
PARK MAINTENANCE WORKER I	273	1,998.93	2,098.88	2,203.84	2,314.01	2,429.72
PARK MAINTENANCE WORKER II	276	2,236.97	2,348.77	2,466.25	2,589.60	2,719.04
PARK MAINTENANCE WORKER III	279	2,514.85	2,640.60	2,772.57	2,911.22	3,056.78
PARK NATURALIST	272	2,043.11	2,145.23	2,252.52	2,365.17	2,483.43
PARK SUPERVISOR	270	3,007.73	3,158.07	3,316.00	3,481.80	3,655.89
PLANT & EQUIPMENT MECHANIC	430	2,774.22	2,912.85	3,058.56	3,211.50	3,372.10
SENIOR BUILDING MAINTENANCE WORKER	073	2,674.68	2,808.45	2,948.86	3,096.28	3,251.09
SENIOR PLANT AND EQUIPMENT MECHANIC	434	3,051.62	3,204.14	3,363.91	3,532.65	3,709.30
STREET MAINTENANCE WORKER III	258	2,578.20	2,707.12	2,842.45	2,984.63	3,133.83
STREET SUPERVISOR	381	3,158.10	3,316.00	3,481.80	3,655.92	3,838.68
STREET SWEEPER OPERATOR	390	2,455.41	2,578.20	2,707.10	2,842.41	2,984.52
TREE OPERATIONS SUPERVISOR	410	3,157.79	3,315.74	3,481.63	3,655.48	3,838.44
WASTEWATER PLANT OPERATOR I	361	2,495.09	2,619.84	2,750.82	2,888.36	3,032.79
WASTEWATER PLANT OPERATOR II	360	2,792.16	2,931.78	3,078.38	3,232.26	3,393.90
WATER / WASTEWATER INSPECTOR	425	2,966.45	3,114.76	3,270.50	3,434.07	3,605.74
WATER / WASTEWATER MAINT WORKER III	431	2,578.20	2,707.12	2,842.45	2,984.63	3,133.83
WATER / WASTEWATER SUPERVISOR	429	3,316.03	3,481.78	3,655.92	3,838.70	4,030.65
WATER CONSERVATION COORDINATOR	359	2,043.11	2,145.23	2,252.52	2,365.17	2,483.43
WELDER - MECHANIC	171	2,775.00	2,913.76	3,059.45	3,212.46	3,373.01

Effective July 1, 2000

3.5%

TITLE	BFTS/OCC	STEP A	STEP B	STEP C	STEP D	STEP E
BUILDING MAINTENANCE WORKER	081	2,458.75	2,581.67	2,710.78	2,846.26	2,988.62
BUILDING SERVICE WORKER	084	2,230.05	2,341.55	2,458.64	2,581.54	2,710.67
CHIEF WASTEWATER PLANT OPERATOR	358	3,367.85	3,536.31	3,713.05	3,898.76	4,093.65
EQUIPMENT MAINTENANCE SUPERVISOR	265	3,475.28	3,649.05	3,831.48	4,023.09	4,224.22
EQUIPMENT SERVICE WORKER	166	2,361.44	2,479.51	2,603.46	2,733.70	2,870.36
HEAVY EQUIPMENT MECHANIC	264	2,872.13	3,015.74	3,166.52	3,324.89	3,491.07
LABORATORY SERVICES SUPERVISOR	352	3,377.82	3,546.71	3,724.06	3,910.29	4,105.79
LABORATORY TECHNICIAN I	212	2,531.40	2,657.93	2,790.80	2,930.42	3,076.93
LABORATORY TECHNICIAN II	213	2,790.82	2,930.44	3,076.95	3,230.79	3,392.34
LABORER	216	1,923.81	2,019.95	2,121.00	2,227.04	2,338.37
LEAD EQUIPMENT MECHANIC	266	3,159.35	3,317.30	3,483.12	3,657.35	3,840.19
MAINTENANCE WORKER I	252	2,121.05	2,227.11	2,338.45	2,455.41	2,578.18
MAINTENANCE WORKER II	255	2,374.12	2,492.88	2,617.48	2,748.35	2,885.76
PARK MAINTENANCE WORKER I	273	2,068.90	2,172.33	2,280.97	2,395.01	2,514.76
PARK MAINTENANCE WORKER II	276	2,315.27	2,430.97	2,552.57	2,680.23	2,814.20
PARK MAINTENANCE WORKER III	279	2,602.86	2,733.03	2,869.62	3,013.12	3,163.77
PARK NATURALIST	272	2,114.61	2,220.30	2,331.37	2,447.96	2,570.36
PARK SUPERVISOR	270	3,113.01	3,268.60	3,432.07	3,603.66	3,783.86
PLANT & EQUIPMENT MECHANIC	430	2,871.31	3,014.79	3,165.61	3,323.91	3,490.12
SENIOR BUILDING MAINTENANCE WORKER	073	2,768.31	2,906.76	3,052.06	3,204.66	3,364.89
SENIOR PLANT AND EQUIPMENT MECHANIC	434	3,158.42	3,316.29	3,481.65	3,656.31	3,839.13
STREET MAINTENANCE WORKER III	258	2,668.44	2,801.87	2,941.95	3,089.09	3,243.51
STREET SUPERVISOR	381	3,268.62	3,432.07	3,603.66	3,783.88	3,973.03
STREET SWEEPER OPERATOR	390	2,541.34	2,668.44	2,801.85	2,941.90	3,088.98
TREE OPERATIONS SUPERVISOR	410	3,268.32	3,431.79	3,603.48	3,783.43	3,972.77
WASTEWATER PLANT OPERATOR I	361	2,582.40	2,711.54	2,847.11	2,989.46	3,138.94
WASTEWATER PLANT OPERATOR II	360	2,889.88	3,034.40	3,186.13	3,345.38	3,512.68
WATER / WASTEWATER INSPECTOR	425	3,070.28	3,223.77	3,384.97	3,554.25	3,731.95
WATER / WASTEWATER MAINT WORKER III	431	2,668.44	2,801.87	2,941.95	3,089.09	3,243.51
WATER / WASTEWATER SUPERVISOR	429	3,432.10	3,603.63	3,783.88	3,973.06	4,171.72
WATER CONSERVATION COORDINATOR	359	2,114.61	2,220.30	2,331.37	2,447.96	2,570.36
WELDER - MECHANIC	171	2,872.13	3,015.74	3,166.52	3,324.89	3,491.07

Effective July 1, 2001
3.0%

TITLE	BFTS/OCC	STEP A	STEP B	STEP C	STEP D	STEP E
UILDING MAINTENANCE WORKER	081	2,532.50	2,659.13	2,792.10	2,931.65	3,078.27
UILDING SERVICE WORKER	084	2,296.96	2,411.80	2,532.40	2,658.97	2,791.99
HIEF WASTEWATER PLANT OPERATOR	358	3,468.89	3,642.40	3,824.44	4,015.72	4,216.46
QUIPMENT MAINTENANCE SUPERVISOR	265	3,579.54	3,758.51	3,946.43	4,143.77	4,350.95
QUIPMENT SERVICE WORKER	166	2,432.29	2,553.89	2,681.57	2,815.71	2,956.46
EAVY EQUIPMENT MECHANIC	264	2,958.30	3,106.22	3,261.51	3,424.64	3,595.81
ABORATORY SERVICES SUPERVISOR	352	3,479.16	3,653.12	3,835.77	4,027.59	4,228.97
ABORATORY TECHNICIAN I	212	2,607.34	2,737.67	2,874.52	3,018.32	3,169.23
ABORATORY TECHNICIAN II	213	2,874.54	3,018.34	3,169.25	3,327.70	3,494.11
ABORER	216	1,981.53	2,080.55	2,184.64	2,293.86	2,408.53
EAD EQUIPMENT MECHANIC	266	3,254.12	3,416.82	3,587.62	3,767.07	3,955.40
AINTEENANCE WORKER I	252	2,184.68	2,293.93	2,408.61	2,529.08	2,655.53
AINTEENANCE WORKER II	255	2,445.34	2,567.67	2,696.00	2,830.79	2,972.34
ARK MAINTENANCE WORKER I	273	2,130.97	2,237.51	2,349.40	2,466.85	2,590.20
ARK MAINTENANCE WORKER II	276	2,384.74	2,503.90	2,629.14	2,760.64	2,898.63
ARK MAINTENANCE WORKER III	279	2,680.94	2,815.02	2,955.70	3,103.52	3,258.70
ARK NATURALIST	272	2,178.05	2,286.91	2,401.31	2,521.39	2,647.47
ARK SUPERVISOR	270	3,206.39	3,366.66	3,535.04	3,711.77	3,897.37
LANT & EQUIPMENT MECHANIC	430	2,957.46	3,105.23	3,260.58	3,423.62	3,594.82
ENIOR BUILDING MAINTENANCE WORKER	073	2,851.36	2,993.97	3,143.62	3,300.79	3,465.83
ENIOR PLANT AND EQUIPMENT MECHANIC	434	3,253.17	3,415.78	3,586.11	3,766.01	3,954.31
TREET MAINTENANCE WORKER III	258	2,748.50	2,885.91	3,030.19	3,181.76	3,340.81
TREET SUPERVISOR	381	3,366.68	3,535.04	3,711.77	3,897.39	4,092.22
TREET SWEEPER OPERATOR	390	2,617.59	2,748.50	2,885.89	3,030.15	3,181.65
REE OPERATIONS SUPERVISOR	410	3,366.36	3,534.75	3,711.58	3,896.94	4,091.96
ASTEAWATER PLANT OPERATOR I	361	2,659.88	2,792.88	2,932.52	3,079.14	3,233.11
ASTEAWATER PLANT OPERATOR II	360	2,976.57	3,125.42	3,281.73	3,445.75	3,618.06
ATER / WASTEWATER INSPECTOR	425	3,162.39	3,320.49	3,486.52	3,660.88	3,843.90
ATER / WASTEWATER MAINT WORKER III	431	2,748.50	2,885.91	3,030.19	3,181.76	3,340.81
ATER / WASTEWATER SUPERVISOR	429	3,535.06	3,711.75	3,897.39	4,092.25	4,296.87
ATER CONSERVATION COORDINATOR	359	2,178.05	2,286.91	2,401.31	2,521.39	2,647.47
ELDER - MECHANIC	171	2,958.30	3,106.22	3,261.51	3,424.64	3,595.81

Effective July 1, 2002
2.5%

TITLE	BFTS/OCC	STEP A	STEP B	STEP C	STEP D	STEP E
BUILDING MAINTENANCE WORKER	081	2,595.81	2,725.60	2,861.91	3,004.95	3,155.24
BUILDING SERVICE WORKER	084	2,354.38	2,472.10	2,595.71	2,725.45	2,861.78
CHIEF WASTEWATER PLANT OPERATOR	358	3,555.62	3,733.46	3,920.06	4,116.10	4,321.87
EQUIPMENT MAINTENANCE SUPERVISOR	265	3,669.02	3,852.48	4,045.10	4,247.36	4,459.72
EQUIPMENT SERVICE WORKER	166	2,493.09	2,617.74	2,748.61	2,886.11	3,030.37
HEAVY EQUIPMENT MECHANIC	264	3,032.25	3,183.88	3,343.04	3,510.25	3,685.71
LABORATORY SERVICES SUPERVISOR	352	3,566.13	3,744.45	3,931.67	4,128.28	4,334.70
LABORATORY TECHNICIAN I	212	2,672.52	2,806.11	2,946.39	3,093.79	3,248.47
LABORATORY TECHNICIAN II	213	2,946.41	3,093.81	3,248.49	3,410.91	3,581.47
LABORER	216	2,031.06	2,132.57	2,239.26	2,351.22	2,468.74
LEAD EQUIPMENT MECHANIC	266	3,335.48	3,502.23	3,677.32	3,861.25	4,054.29
MAINTENANCE WORKER I	252	2,239.31	2,351.28	2,468.82	2,592.30	2,721.92
MAINTENANCE WORKER II	255	2,506.48	2,631.87	2,763.41	2,901.56	3,046.66
PARK MAINTENANCE WORKER I	273	2,184.25	2,293.45	2,408.14	2,528.52	2,654.97
PARK MAINTENANCE WORKER II	276	2,444.36	2,566.50	2,694.88	2,829.65	2,971.11
PARK MAINTENANCE WORKER III	279	2,747.96	2,885.39	3,029.59	3,181.11	3,340.16
PARK NATURALIST	272	2,232.50	2,344.09	2,461.35	2,584.42	2,713.66
PARK SUPERVISOR	270	3,286.56	3,450.84	3,623.42	3,804.57	3,994.81
PLANT & EQUIPMENT MECHANIC	430	3,031.39	3,182.86	3,342.09	3,509.21	3,684.69
SENIOR BUILDING MAINTENANCE WORKER	073	2,922.64	3,068.83	3,222.21	3,383.32	3,552.48
SENIOR PLANT AND EQUIPMENT MECHANIC	434	3,334.51	3,501.17	3,675.76	3,860.15	4,053.18
STREET MAINTENANCE WORKER III	258	2,817.21	2,958.07	3,105.94	3,261.30	3,424.34
STREET SUPERVISOR	381	3,450.86	3,623.42	3,804.57	3,994.83	4,194.54
STREET SWEEPER OPERATOR	390	2,683.02	2,817.21	2,958.04	3,105.90	3,261.19
TREE OPERATIONS SUPERVISOR	410	3,450.51	3,623.13	3,804.38	3,994.35	4,194.25
WASTEWATER PLANT OPERATOR I	361	2,726.38	2,862.71	3,005.84	3,156.12	3,313.92
WASTEWATER PLANT OPERATOR II	360	3,050.97	3,203.55	3,363.78	3,531.89	3,708.52
WATER / WASTEWATER INSPECTOR	425	3,241.45	3,403.50	3,573.69	3,752.40	3,939.99
WATER / WASTEWATER MAINT WORKER III	431	2,817.21	2,958.07	3,105.94	3,261.30	3,424.34
WATER / WASTEWATER SUPERVISOR	429	3,623.44	3,804.55	3,994.83	4,194.56	4,404.29
WATER CONSERVATION COORDINATOR	359	2,232.50	2,344.09	2,461.35	2,584.42	2,713.66
WELDER - MECHANIC	171	3,032.25	3,183.88	3,343.04	3,510.25	3,685.71

EXHIBIT B

INCENTIVE PAY SCHEDULE

1.	<u>Industrial Waste Inspector Certification</u> (CWEA - 4 Grade Levels)	Minimum Grade Level <u>to Earn Incentive</u>
	<ul style="list-style-type: none"> Laboratory Technician I & II Water/Wastewater Supervisor Chief Wastewater Plant Operator Laboratory Services Supervisor Water/Wastewater Inspector 	I I I III III
2.	<u>Laboratory Analyst Certification</u> (CWEA or AWWA - 4 Grade Levels)	Minimum Grade Level <u>to Earn Incentive</u>
	<ul style="list-style-type: none"> Laboratory Technician I Laboratory Technician II Wastewater Plant Operator I & II Water/Wastewater Inspector Chief Wastewater Plant Operator Laboratory Services Supervisor 	I II I II II III
3.	<u>Mechanical Maintenance Certification</u> (CWEA - 4 Grade Levels)	Minimum Grade Level <u>to Earn Incentive</u>
	<ul style="list-style-type: none"> Plant and Equipment Mechanic Wastewater Plant Operator I, II Water/Wastewater Maint. Worker I, II, III Chief Wastewater Plant Operator Sr. Plant and Equipment Mechanic Water/Wastewater Supervisor 	II I II II III II
4.	<u>Sewer Collection Maintenance Certification</u> (CWEA - 4 Grade Levels)	Minimum Grade Level <u>to Earn Incentive</u>
	<ul style="list-style-type: none"> Laborer, Maintenance Worker I & II (Streets or Water/Wastewater) Maintenance Worker III (Streets or Water/Wastewater) Plant and Equipment Mechanic Sr. Plant and Equipment Mechanic Street Supervisor, Water/Wastewater Supervisor 	I II II II III

MAINTENANCE AND OPERATORS UNIT

5.	<u>Wastewater Treatment Plant Opr. Certification</u> (CSWRCB - 5 Grade Levels)	Minimum Grade Level to Earn Incentive
	• Wastewater Plant Operator I	II
	• Wastewater Plant Operator II	III
	• Chief Wastewater Plant Operator	IV
6.	<u>Water Distribution Operator Certification</u> (AWWA - 4 Grade Levels)	Minimum Grade Level to Earn Incentive
	• Laborer, Maintenance Worker I, II (Water/Wastewater)	I
	• Maintenance Worker III (Water/Wastewater)	II
	• Plant and Equipment Mechanic	III
	• Sr. Plant and Equipment Mechanic	III
	• Water/Wastewater Supervisor	III
7.	<u>Water Treatment Plant Opr. Certification</u> (State of California - 5 Grade Levels)	Minimum Grade Level to Earn Incentive
	• Laborer, Maintenance Worker I, II (Water/Wastewater)	I
	• Maintenance Worker III (Water/Wastewater)	II
	• Plant and Equipment Mechanic	III
	• Sr. Plant and Equipment Mechanic	III
	• Water/Wastewater Supervisor	III
8.	<u>Qualified Applicators Certificate</u> (State of California)	
	• Street Supervisor	
	• Parks Maintenance Worker III	
	• Parks Supervisor	
	• Streets Maintenance Worker III, II, I & Laborer	
	• Wastewater Plant Operator (1)	
	• Senior Building Maintenance Worker (Parks & HSS)	

MAINTENANCE AND OPERATORS UNIT

9. Pest Control Advisor License
(State of California)
- Street Supervisor
 - Parks Supervisor
 - Parks Maintenance Worker I, II, III
 - Street Maintenance Worker I, II, III

Notwithstanding the provisions of Article 22.3, the amount for the Pest Control Advisor License incentive will be \$50 per month.

CITY OF LODI
ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

SUBJECT : CATASTROPHIC LEAVE - *Policy*
DATE ISSUED :
SECTION : C
REFERENCE :

SECTION 1: PURPOSE

The Catastrophic Leave Program is designed to assist full time regular employees who have exhausted all paid leave due to a serious or catastrophic illness or non-industrial injury or because the employee is providing necessary full-time care to his/her spouse or dependent child who has a serious catastrophic illness or injury.

The Catastrophic Leave Program allows other City employees to voluntarily donate vacation, compensatory time off (CTO), administrative leave, or sick leave to an employee who meets the eligibility requirements so that the recipient will be able to remain on a paid status for a longer period of time, or until the employee qualifies and has met the waiting period for short or long term disability.

SECTION 2: ELIGIBILITY FOR PERSONAL CATASTROPHIC LEAVE

The employee must meet the following requirements to be eligible:

- A. The employee must be in a full time, regular position.
- B. The employee must have verifiable serious or catastrophic illness or non-industrial injury which is estimated to last for at least (30) calendar days. Serious or catastrophic illness or injury is one in which the employee is incapacitated and unable to work as certified by their physician.

- C. The employee must have exhausted all leave balances.
- D. The employee is not receiving short or long-term disability or similar benefit.

SECTION 3:

ELIGIBILITY FOR FAMILY CATASTROPHIC LEAVE

- A. The employee must be in a full time, regular position.
- B. The employee must have exhausted all leave balances.
- C. The employee's spouse or child has a verifiable serious or catastrophic illness or injury which results in the employee being required to provide full-time care for that family member.

SECTION 4:

MAXIMUM LENGTH OF LEAVE

The maximum length of Catastrophic Leave that may be received and taken in any calendar year is 60 days for an employee providing care to a family member or until the employee begins short or long-term disability for Personal Catastrophic Leave.

SECTION 5:

DONATIONS

The donating employee may donate hours from vacation, CTO, administrative leave, or sick leave balances. In order to donate sick leave, the donor must have a sick leave balance of least 160 hours after making any donation.

Donations can be made for any amount provided they are made for a minimum of four hours. Donations are irrevocable.

SECTION 6:

RECEIPT AND USE OF DONATIONS

Donors.

Donations are used by the recipient in the order received from

In any calendar year, no further donations will be accepted after the recipient has received the maximum allowable under Section 4.

All donated hours must be used on a continuous and uninterrupted basis until the earliest of the following occurs:

- A. All donated leave balances are exhausted; or
- B. The employee returns to work; or
- C. The employee begins receiving short or long-term disability benefits; or
- D. The employee's employment terminates.

SECTION 7:

EFFECT ON OTHER BENEFITS

Refer to the Family Medical Leave Policy.

SECTION 8:

This Policy and Procedure is only applicable to the Maintenance and Operator bargaining unit.

CITY OF LODI
ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

SUBJECT : CATASTROPHIC LEAVE - *Procedure*
DATE ISSUED : September 25, 1998
SECTION : C
REFERENCE :

SECTION 1: APPROVAL OF LEAVE

An employee who has exhausted, or soon will exhaust sick leave, vacation, CTO and/or Administrative Leave or the employee's representative, must request the employee's participation in the CLP on an application form and supply written verification of the illness or injury from a physician. The completed form must be submitted to the Human Resources Department for approval.

The Human Resources Department will notify the requesting employee and the Finance Department of the approval for Catastrophic Leave.

SECTION 2: REQUEST FOR DONATIONS

The recipient employee's bargaining unit and/or the Human Resources Department will make known the request for CLP donations.

SECTION 3: PROCESSING OF DONATIONS

Donating employees complete the catastrophic leave transfer request form and submit it to the Finance department.

Donations will be placed in the catastrophic leave bank until the maximum hour limit is reached, or is no longer eligible for catastrophic leave.

Donated hours will be kept in a pledge status until the hours are used by the recipient.

SECTION 4:

RECEIPT OF DONATIONS

Donations are converted into dollar value and shall be drawn at the recipients pay step.

Used donated leave time shall be subject to the recipients normal payroll deductions.

SECTION 5:

and Operators Unit.

This Policy and Procedure is only applicable to the Maintenance

EXHIBIT D

INCENTIVE PAY FOR EQUIPMENT MAINTENANCE EMPLOYEES

Mechanic Qualifications Smog Certificate issued by Bureau of Automotive Repair (BAR)

(certificate must be current, valid, unlimited) \$50.00

Heavy Equipment Mechanic
Welder-Mechanic
Lead Equipment Mechanic

Class A Brake Adjustment License issued by BAR

\$25.00

Equipment Service Worker
Heavy Equipment Mechanic
Welder-Mechanic
Lead Equipment Mechanic

Class A Lamp Adjustment License issued by BAR

\$12.50

Equipment Service Worker
Heavy Equipment Mechanic
Welder-Mechanic
Lead Equipment Mechanic

Aluminum Welding Proficiency Certificate

\$12.50

(from a State certified welding instructor approved by the City)

Equipment Service Worker
Heavy Equipment Mechanic
Welder-Mechanic
Lead Equipment Mechanic

MAINTENANCE AND OPERATORS UNIT

Automotive Service Excellence Technician Certifications

\$25.00/\$50.00

Equipment Service Worker

Heavy Equipment Mechanic

Welder-Mechanic

Lead Equipment Mechanic

The maximum incentive pay for Equipment Maintenance personnel shall be \$150.00 per month.

Automotive Service Excellence Technician Certifications Incentive

(Only courses listed below will qualify towards ASE incentive)

- A-1 Engine Repair
- A-2 Automatic Transmission/Transaxle
- A-3 Manual Drive Train & Axles
- A-4 Suspension & Steering
- A-5 Brakes
- A-6 Electrical/Electronic Systems
- A-7 Heating & Air Conditioning
- A-8 Engine Performance

- L-1 Automobile Advanced Engine Performance Specialist
- L-2 Med/Hvy vehicle Electronic Diesel Engine Diagnosis Specialist

- F-1 Light Vehicle Compressed Natural Gas

- S-1 Body Systems & Special Equipment
- S-2 Diesel Engines
- S-3 Drive Train
- S-4 Brakes
- S-5 Suspension and Steering
- S-6 Electrical/Electronic Systems
- S-7 Air Conditioning Systems and Controls

- T-1 Gasoline Engines
- T-2 Diesel Engines
- T-3 Drive Train
- T-4 Brakes
- T-5 Suspension & Steering
- T-6 Electrical/Electronic Systems
- T-7 Heating, Ventilation, & A/C
- T-8 Preventive Maintenance Inspection

EXHIBIT E

4-10 WORK PLAN FOR EQUIPMENT MAINTENANCE PERSONNEL

1. Daily work hours are 7:00 am to 5:30 p.m. with a 1/2 hour lunch or as otherwise established.
2. Mechanics will work Monday through Thursday or Tuesday through Friday for ten hours each day.
3. When requesting days off for vacation and holidays, or a day off for sickness, the charged time off is ten hours.

Floating holidays and fixed holidays are based on eight hours off. To use floating holidays or fixed holidays, an employee must use an additional two hours of accumulated time (vacation or comp time) or take a two hour leave without pay.

4. During the week of a fixed holiday, all employees will be scheduled to work eight hours a day for the remaining four days, from 8:00 am to 4:30 p.m. with a 1/2 hour lunch unless other arrangements are approved by the department.
5. The ten-hour day, four-day week plan will not affect existing City personnel policies in effect as to earning vacation, sick leave, floating holidays, or wages.
6. When one or more employee(s) is on vacation, floating holiday, or sick leave, the work schedule of other personnel shall be flexible to allow changing the normal work week around to provide improved coverage and supervision. When a schedule change is required, notification shall be made as soon as possible. Occasional work loads may require temporary schedule changes (i.e., leaf season), for which 24 hour notice, minimum, will be given.
7. It is assumed that in taking a floating or fixed holiday, that it is the employee's choice to use vacation for the additional two hours unless specific request is made to use comp time or take leave without pay.
8. Pay checks will be issued on the Thursday before a payday to staff regularly scheduled off on Fridays. Personnel who work on Fridays will be issued paychecks as usual.

END XXXX